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**Job Profile**

**Job Title: Nature Based Solutions Manager (Wetlands)**

**Reports to: Head of Projects and Partnerships**

**Salary: £36,000pa dependent on experience and skills**

**Role type: Full time, permanent, based in Pirbright (with home working)**

**Responsible for: 2 x staff members, volunteers, contractors**

**Biodiversity and Wetlands Management – Restoring Surrey’s Nature**

Our challenge is to restore Surrey’s nature and maximise climate adaptation and resilience following Lawton’s approach for a bigger, better, more joined up ecological network. We will do this both on our own land holding and by working with other landowners and managers in partnership as we strive towards a target of 30% of land connected and protected for nature by 2030 and 1 in 4 people actively engaged with nature.

We have the opportunity to embed a zero carbon, nature-based solution approach within economic recovery and landowner decision-making.  This will not only increase our resilience to future economic or environmental shock but will also provide space for innovation and new jobs and skills. It is vital that we do not revert to business as usual, but genuinely “build back better”. The **Nature Based Solution Manager (Wetlands)** plays a key part in developing our Wetlands Strategy and delivering opportunities for restoration and connectivity across the county.

**Overall purpose of the job**

The core focus of the **Nature Based Solutions Manager (Wetlands)** is to oversee the creation and implementation of the Surrey Wildlife Trust Wetlands Strategy, work with the Projects and Nature Based Solutions (NBS) Team and external landowners and partners to implement relevant wetland solutions across the county and work with the River Catchment Partnerships to increase resilience across our river catchments. This is a senior role reporting into the Head of Projects and Partnerships therefore experience is vital.

**Main responsibilities**

**Wetland strategy**

* Develop the Surrey Wildlife Trust Wetland Strategy
* Working with the SWT CEO and Head of Projects and Partnership design and deliver large scale bids to support funding that strategy
* Deliver the Wetland Strategy alongside other partners
* Provide Wetland expertise across the Trust as required
* Plan and deliver SWT Rivers week input
* Nurture external stakeholder relationships

**Landowner liaison/Partnerships**

* Initiate and manage key relationships with third party landowners to explore opportunities for nature recovery through Nature Based Solution including Biodiversity Net Gain, carbon sequestration and natural flood management.
* Develop and plan nature recovery projects in agreed priority areas of the county working with third party landowners.
* Working with the SWT Business and Biodiversity Manager explore external funding streams for the delivery of NBS on both SWT reserves and third-party land. This to include Biodiversity Net Gain funding.
* Chair both the River Wey Landscape Partnership and River Mole Catchment Partnership
* Work with the SWT Catchment Officer to ensure Steering Group meetings are well administered and actions are tracked.
* Represent SWT where appropriate on wetland task groups and committees.
* Plan and deliver Annual Catchment partnership face to face meetings
* Act as point of contact and provide support where appropriate for local river groups, landowners and individuals around the county.
* Oversee the delivery of Industry consultation responses
* Act as key point of contact for the South East Rivers Trust (SERT) and other Wetland Organisations.

**Projects**

* Take lead delivery role on specific NBS projects where appropriate and as resources allow.
* Design and deliver river/wetland restoration projects where appropriate liaising with landowners, statutory agencies and local authorities as required and ensuring all necessary consents and permissions are in place.
* Identify appropriate contractors for implementing project works, specifying the works, seeking the best price, producing the relevant documentation, and supervising the works to completion.
* Ensure project reporting is complete in line with funding and in line with SWT internal processes
* Manage project budgets
* Ensure that all the Trust’s legal obligations are fulfilled and organisational procedures are followed in the delivery of wetland projects. This includes ensuring volunteers and contractors working on sites follow correct health and safety procedures.

**Data/GIS/BNG**

* Oversee data management for wetland survey projects liaising with Citizen Science Co-ordinator and volunteer surveyors as required.
* Ensure Wetlands GIS layers are up to date and relevant
* Undertake Defra River Metric analysis to support landowner decisions
* Keep all wetlands data linked to organisation through ARC online

**Wetland training**

* Undertake relevant internal training to upskill SWT staff as and when required.
* Support SWT colleagues in the development and coordination of volunteers undertaking Riverfly and eel monitoring as required
* Support SWT colleagues in the development and coordination of wetland training events such as Riverfly surveying

**Person Specification**:

This is a Manager level role within the Trust and it will manage two line reports. It will require you to be self-motivated and organised. It needs a practical thinker, who is able to suggest workable solutions that enable a busy team to work efficiently and is comfortable working in a fast-paced environment.

## EXPERIENCE & KNOWLEDGE

* Excellent knowledge of nature conservation in England including experience of environmental and wildlife issues at local, regional and national levels; detailed understanding of river and wetland conservation.
* Practical experience of river and wetland ecology and conservation; specifically its application in restoration projects and monitoring programmes.
* Demonstrable experience of project managing medium/large scale projects including stakeholder and contractor management.
* Experience of managing and developing a programme of activity and project management through to a successful conclusion, specifically in relation to communication, consultation and liaison.
* Working knowledge of Biodiversity Net Gain and the Defra River metric is desirable
* Strong experience of partnership working with external contractors, local authorities and public bodies with an understanding of how to manage those relationships
* Excellent & broad understanding of conservation management best practice, policies and principles particularly wetland and river habitat management/ restoration.
* Ability to work on own initiative and to work alone is essential together with a methodical, detailed approach to following a prescribed work programme
* Understanding of methods of planning work programmes and project management.
* Excellent verbal and written communication skills with an understanding of when to engage and when to keep communication limited so that the outcomes are beneficial for all parties; must be able to combine knowledge with passion and enthusiasm.
* Professional with a high level of commitment and enthusiasm with good attention to detail; resourceful, diligent, reliable, flexible and adaptable.
* Knowledge GIS and experience of ArcGIS and other online mapping systems is desirable.
* Proficient IT skills, in particular with all MS Office applications
* Experience in administration and working with processes i.e., using Excel to log opportunities, using online forms etc
* Ability to interact confidently and professionally both internally and externally
* Keen, active interest in wildlife and environmental conservation
* Proven ability to work on multiple things at the same time.
* Proven ability to manage staff

## MISCELLANEOUS

* A full driving licence is required as it will be necessary to visit other Trust locations not easily accessible by public transport.
* This role will sometimes be physically demanding and requires the applicant to be out in the field for long periods therefore the applicant will need to have an average level of fitness and be able to walk long distances.
* The nature of the role will involve commitment to deadlines and will, on occasion, involve some evening and weekend working.
* The Trust works in a cooperative way when other areas experience a high workload. The Wetlands Manager will need to be willing, flexible and prepared to undertake other duties as delegated by the Head of Projects and Partnerships to support the organisation.